

REQUEST FOR APPROVAL OF BANK ACCOUNT

- ☐ To request the establishment of a **NEW** account, complete Items 1-8.
☐ To make **CHANGES** to an existing bank account, complete Items 1-8 & applicable items 9-13.
☐ To **CLOSE** an existing account complete Items 1-8 & 14.

← Please check at left what action is being requested.

Dept # _____

Date (MM/DD/YY) _____

Dept Name _____

Address Line 1 _____

Address Line 2 _____

City/State/Zip _____

Original Account Information

1 Purpose of Bank Account _____

2 Account Type (see below) _____

3 Bank Name _____

4 Bank Account Name _____

5 Bank Address _____

6 Custodian _____

7 Date Account Needed _____

8 Estimated Monthly Balance _____

Changes and Closes

9 New Bank Account Name _____

10 New Bank Account Number _____

11 New Bank Name _____

12 New Bank Address _____

13 New Custodian _____

14 Date Closed _____

| Type # | Type | Description |
|--------|--------------|--|
| 1 | Checking | Checking Acct Not Otherwise Classified |
| 2 | CD | Certificate of Deposit |
| 3 | Savings | Time Deposit Account |
| 4 | Receipt | Account for Depositing Receipts |
| 5 | Imprest | Imprest Cash Fund |
| 6 | Operate | Operating or Agency Account |
| 7 | Bond Receipt | Bond Receipt Account |
| 8 | Loan Grant | Loan or Grant Fund Accounts |
| 9 | Fiduciary | Fiduciary Accounts |
| 10 | Escrow | Escrow Accounts |
| 11 | Change | Depository For Change Funds |

APPROVED:

Agency Head

Date

APPROVED:

State Treasurer

Date

APPROVED:

Finance and Administration Cabinet

Date

Mail to the State Treasurer:

1050 US127S, Suite 100; Frankfort, KY 40601

SAS54: REQUEST FOR APPROVAL OF BANK ACCOUNT

KRS 41:070 allows the Finance and Administration Cabinet to authorize state agencies to temporarily deposit funds into banks accounts other than the central depository of the state.

This form is completed by an agency to request authorization to open a separate bank account, to make changes to an existing account, or report the closing of an existing account.

To request the establishment of a NEW bank account the agency must complete items 1 – 8.

To close an existing bank account the agency must complete items 1 – 8 & 14.

To make changes to an existing bank account the agency must complete items 1–8 and the applicable items 9–13.

The form **MUST** be approved by the appropriate agency head (central office person authorized to approve this form), and submitted to the State Treasurer, for approval by the State Treasurer and the Finance and Administration Cabinet.

| FIELD | DESCRIPTION |
|------------------------------|---|
| Department Number | Enter three-digit department number. |
| Date | Enter current date. |
| Department Name | Enter your department name (institution, field office). |
| Address | Enter the complete address of the location for which the bank account is to be established. |
| 1. Purpose of Account | Enter a brief description of the purpose of the requested account. |
| 2. Account Type | From the chart at the bottom of the form select the type of account that is to be established and enter the number and name of that type of account |
| 3. Bank Name | Enter the name of the bank at which the account is to be established. |
| 4. Bank Account Name | Enter the name that will be used to identify this account (i.e. Field Division Daily Receipts Account). |
| 5. Bank Address | Enter the address of the bank at which this account is to be established. |
| 6. Custodian | Enter the name(s) of the custodian(s) for this account. |
| 7. Date Account Needed | Enter the date, by which this account needs to be established, to meet the purpose for which it is being requested. |
| 8. Estimated Monthly Balance | Enter the estimated amount that will remain in this account at the end of each month. |
| 9. New Account Name and Type | Enter the name and type (see chart on bottom of form) of the account that is being changed. |
| 10. New Bank Account Number | Enter the account number of the account that is being changed. |
| 11. New Bank Name | Enter the name of the bank for the account that is being changed. |
| 12. New Bank Address | Enter the new address of the bank for the account that is being changed. |
| 13. New Custodian | Enter the name(s) of the new custodian(s). |
| 14. Date Closed | Enter the date the account was closed. |